

Number	Effective	Title	Owner
II-100	3-99	Training	HR Manager

Purpose

It is the department's intent to encourage employees in a lifelong pursuit of increasing skills through training opportunities. It is also the intent of this policy to limit paperwork in requesting and accomplishing training.

The Supervisor and Employee

The supervisor and employee will identify training needs during the work planning process. It is both parties' responsibilities to seek appropriate and cost-effective training; whether it be formalized classroom, specialized job assignments, cross training, reading professional literature, and/or individual instruction. The supervisor will provide support, encouragement, and follow-through with the employee in using newly acquired skills.

The Personnel Manager

The personnel manager will assist supervisors in finding and coordinating training and will approve training costing \$500 or more.

Paperwork and Approvals

On an annual basis, training needs and training accomplishments will be identified on the work planning and evaluation form.

For training costing less than \$500, employees need approval from the supervisor in their chain-of-command who can authorize the expenditure of money. Generally, this will be park managers or program managers. This approval does not need to be in writing and a form is not designed for this purpose.

For training costing \$500 or more, employees need approval through their chain-of-command to the bureau chief or equivalent and to the personnel manager. This request can be through memos, e-mail, or other forms of easy, expedient written communication. A form is not provided for this purpose.

Training Costs

Training costs include such items as per diem, air fare, and registration costs; it does not include such things as staff time or state vehicle costs.

Accounting

Accounting will process training bills upon receipt of a **Request for Travel Advancement/Miscellaneous Expenditures**, a **Travel Expense Voucher**, or other similar form (see Forms section) and a training flyer or agenda showing where to send payment and detailing meals or other expense included with registration fees.

Division of Financial Management

The Division of Financial Management periodically requires approval on out-of-state travel requests. It is the personnel manager's responsibility to stay abreast of this requirement and to notify employees.